

**DIOCESE OF ST ALBANS  
PARISH OF ST ANDREW, BIGGLESWADE**

**MINUTES OF THE PAROCHIAL CHURCH COUNCIL MEETING  
TUESDAY 24<sup>th</sup> SEPTEMBER 2024 IN THE CHAPTER HOUSE**

PRESENT: Rev'd Liz Oglesby-Elong, Rosemary Bentley, Lucy Dilley, Vivienne Gayfer, Peter Giles, Hilary Johnson, (Rob Lackey), Claire Leeks, Ruth Marshall-Jones, Adrian Maynard, Chris Parker, David Pilgrim, Andrew Rutt, (Harriet Shannon), Judith Thatcher, (Nettie van de Weerd).

( ) means not present

**1. Welcome, prayers and apologies for absence**

Rev'd Liz welcomed everyone to the meeting and led the opening prayers. Apologies were received from Rob Lackey, Harriet Shannon and Nettie van de Weerd.

**2. To receive the Memorandum of Discussions of the Standing Committee held on 10th September**

The meeting approved the Memorandum of Discussions.

**3. To approve the Minutes of the PCC meeting held on 30th July and matters arising from that meeting**

**Proposed: Rosemary Bentley; Seconded: Judith Thatcher. Approved by 12, one abstention.**

Matters Arising

8. Safeguarding: Lucy wondered why the action for Rev'd Liz and Rosemary to work together on the Risk Assessment for the Holiday Club had not been looked at by the Safeguarding team and/or Emma Pallett. Rev'd Liz said that Emma was involved and Chris added that the RA was done and had been sent to Emma but things were added following the Southport incident.

10. Church Policies: Andrew advised that with regard to the Lone Working Policy, he had contacted the Diocese and received the document which had been circulated to PCC on Guidelines on Lone Working and Personal Safety. He proposed that PCC adopt these guidelines as our Lone Working Policy. There were a few questions around whether the guidelines covered Rev'd Liz going on a home visit or laity undertaking pastoral visits, which it does, and whether there are areas where we have additional risk and may need to have an addendum, but it was felt that the policy covers all aspects.  
**PROPOSED: Andrew Rutt; SECONDED: Lucy Dilley. All approved.**

5(b) Building & Grounds: With regard to the planting of trees, Nettie had spoken to Chris but nothing had been done about it as yet. Chris had spoken to the buildings and grounds sub-committee who didn't consider it enough to be an eyesore and we need to research what we are going to replace it with. Hilary mentioned that she had done some research and she will pass this on to Chris.

5(e) Communications: Rosemary said that she would be speaking to Rob about the signage for the Garden of Remembrance to suggest that, subject to the approval of the PCC, she takes over this action and liaises with Quince Stoneworks. This was agreed.

**4. MAP – Vision and Values Statement**

Rev'd Liz said that the Standing Committee had done some work on this, taking the words voted on by all of the groups at the PCC Away Day. Chris went on to present some slides on the work done For the Vision statement: 'We aim to be a church that is Christ Centred, Inclusive, Welcoming and Outward Looking'. There was some discussion around the wording and order and it was agreed to change the order to say that 'We aim to be a church that is Christ Centred, Welcoming, Inclusive and Outward Looking' For the Values statement:- 'the Gospel values that we would like St Andrew's to be known for are a church that works

together to share God's love with everyone, whilst being focussed on Christ. There followed several exchanges of ideas and thoughts:-

- Needs to be punchy, collaborative, about loving all
- What about the five marks of mission
- Where is study, prayer and worship
- Need to discern what is the right way to go forward
- Where do we want to be in three years time? We need to prioritise so that we can update our MAP
- Need to work out what we have, what we don't have and what we need
- We have so many untapped skills within our church family; we need to look at our resources and share the load

Rev'd Liz said that she would like to go away from the meeting with permission to move forward with those four words from the Vision Statement as a road to travel on, then we have a start for Generous Giving Sunday, those four words being the first part of our MAP. **It was proposed that our new Vision Statement is that we aim to be a church that is Christ Centred, Welcoming, Inclusive and Outward Looking. PROPOSED: Peter Giles; SECONDED: David Pilgrim. All in favour.** Following further discussion it was agreed that the Standing Committee would do some more work on the Values statement and bring that back to PCC. Rev'd Liz thanked Chris for leading the presentation and preparing the slides.

## 5. Group Reports

### (a) Finance

Andrew spoke to the two reports circulated.

#### General Fund:

- No change since prediction in July to prediction for the year to the end of December 2024
- A deficit of £11K which would mean that the GF as at the end of December would be down to £12K; this includes the pay rise to Mandy.

#### Restricted and Designated Funds:

- Restricted Fund balance as at 31st August 2024
- Heating Project just over £5K
- In November we will have retentions to pay to the two contractors which will be approx £8K, however we will be able to recover the VAT (£3K)
- Team Africa, currently a deficit of £4K but awaiting gift aid to claim and donations. The balance will be made up from the adults. It will break even.
- Designated funds consisting of the Emergency Mission Fund (£500 was given to the appeal for relief following Hurricane Beryl in the Caribbean), Major Fabric Fund and the Donations and Legacies Fund which is just under £2K.

Andrew then updated the meeting on planning for Generous Giving Sunday on 20th October. He explained that people will receive an envelope containing a letter from the Vicar and two leaflets; regular giving to St Andrew's and a lasting gift to St Andrew's – these are currently in draft form but once finalised will be printed. There will also be a monetary response form and a reply envelope which will go to Adrian only. Using the database, we will be able to create address labels so that the envelopes can be sent out. Adrian will need to know who is on the database. Rev'd Liz added that the letters will be distributed after the service and the intention is that people will bring their reply envelopes to church on Sunday 17th November to be offered to God. Andrew asked whether we could then start bringing up the offertory plate with monetary and card offerings along with the elements on a regular basis. We probably need to produce a card that people can put in the plate. Lucy suggested that we use the four words of our Vision Statement on the letter. Chris offered to help with the printing. Rev'd Liz thanked everyone for bringing this to fruition.

Andrew referred to the two car parking spaces used by Daws Insurance for which they give a donation of £250 annually. This is usually reviewed in May but did not take place this year. **It was proposed that we request £250 for 2024-April 2025 but say that with effect from May 2025, the donation will be £350, to be reviewed annually thereafter. PROPOSED: Andrew Rutt; SECONDED: Rosemary Bentley. All in favour.**

**ACTION: Ruth to write letter to Daws.**



#### (b) Building & Grounds

Chris noted that the B&G sub-committee had not met. He referred to the Water Butt proposal circulated to PCC from Mark Simmons on behalf of the Church Eco Group. The paper showed the two options for the positioning of a water butt – against the south wall of the chancel utilising existing cast-iron downpipe (the favoured option), or on the west side of the south porch utilising existing cast-iron downpipe. Chris has spoken to the DAC who have said that it is unlikely that they will let us put it against the south wall of the chancel but we need to take the process forward. **It was proposed that we should apply to the DAC to site the water butt on the south side and if required, the PCC agreed to a faculty being applied for. PROPOSED: Chris Parker; SECONDED: Hilary Johnson. All in favour.** Peter will share this with the Eco Group.

Rosemary noted that a local gentleman who had recently lost his wife would like to give a bench in the vicinity of the Garden of Remembrance and would like his wife's ashes interred there. It was agreed after some discussion that we should say no to this request. Rosemary will advise the gentleman accordingly. Rev'd Liz thought that we should probably have a policy and asked the churchwardens to liaise with Rob and ask him if he has something he can hand back to them in order that a policy may be created.

#### (c) Growth & Mission

Had not met but will be doing so within the next few weeks.

#### (d) Communications

Rosemary reported that the group had not met but were in touch on matters. The next Parish News comes out this Sunday in time for Harvest. Peter had circulated his report on the church website and noted in particular that magazine articles had received between 30-40 visits.

### 6. Deanery & Diocesan Reports

Rosemary reported that the next Deanery Synod meeting will be at St Andrew's church on Thursday 10th October with Ruth Dennigan, Diocesan Growing Vocations and Lay Ministry Officer, talking on 'Growing Vocations'. Rosemary encouraged anyone to attend. She also noted

- the Diocese is entering a new triennium at the beginning of October and we currently have a full complement of officers – four laity and three clergy.
- There has been an increase of 3% for clergy salaries which will take effect next April.
- There has been an average 1% increase in the Parish Share.
- Three less clergy will be allocated in the Diocese next year.

Lucy asked if the Deanery Synod meetings could be put in the pew sheet and how else can people get to know about activities taking place at St Albans Cathedral. Rosemary said that people can go on the website and we could also share the link to the website on the pew sheet. It would also be useful if there was a way to add something on our social media pages.

**ACTION: Rosemary to add the link to the pew sheet from Sunday 29th September.**

### 7. Churches Together

Rev'd Liz reported the following

- CT met on 11th September at Trinity Methodist Church. John Dilley attended and there were many helpful comments.
- St Andrew's is hosting the Sunday @ 6 service on 13th October and it is intended to invite CT to this service; it would be nice if there was a good attendance.
- Friday 29th November is the Christmas Lights switch on and CT will be running a stall; people will be invited to man the stall throughout the day.
- CT will not be laying a wreath at the cenotaph on Remembrance Sunday; Rev'd Liz has been invited to lead that service.
- Armistice Day Service in Market Square, Monday 11 November, 10.45 am. Not heard anything about what is happening on that day. **ACTION: Rosemary to send an email.**
- Next CT meeting will be on 16th January 2025.

### 8. Safeguarding

Rev'd Liz noted that Helen Tranter has now started in the role of Parish Safeguarding Officer, assisted by Carolyn Marron as DBS coordinator/administrator and Chris Parker as DBS

administrator; Rev'd Liz also being part of that group. It was also noted that the safeguarding incident mentioned previously has now been concluded.

9. **Foundation Governor St Andrew's CofE (VC) Primary School**

Rev'd Liz noted that Sally Wells stepped down as Chair of Governors at St Andrew's School at the beginning of the school year for health and personal reasons; currently we don't know who the new Chair will be. We therefore have two vacancies for the role of Foundation Governor. We have received a completed Foundation Governor Recommendation to Appointing Bodies form from George Dilley. It was therefore proposed that PCC approve George's appointment as Foundation Governor for a period of four years, to take effect from 24<sup>th</sup> September 2024 until 23<sup>rd</sup> September 2028. **PROPOSED: Rosemary Bentley; SECONDED; David Pilgrim. Approved by all. ACTION: Ruth to write a letter to Sally thanking her for all that she has done and to confirm George's appointment to the Diocese.** Rev'd Liz noted that we still need one more Foundation Governor and encouraged people to think and pray about this and speak to others who they think might be interested in the role.

10. **Correspondence**

None.

11. **Any Other Business**

Rev'd Liz noted.

- We need to think about a replacement PCC Secretary as Ruth is stepping down at next year's APCM. Rev'd Liz asked for help with recruiting. There is a template for the role on the Church of England's website; Ruth is also creating a job description.
- A quinquennial has taken place on the vicarage and as a result there will be some work carried out – replacement of taps, some radiator work and hopefully a new kitchen. The work will be starting on 28<sup>th</sup> October.
- A draft of dates for monthly worship and events 2024-2025 had been circulated to PCC for information. Rosemary said a new one would be provided if there were any changes.

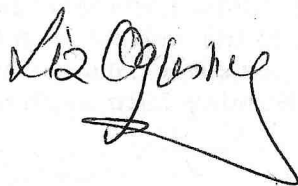
12. **Closing Prayer**

Rev'd Liz closed the meeting with prayer.

Next Standing Committee Meeting: Tuesday 5<sup>th</sup> November at 7:30pm in the Ivel Room

Next PCC Meeting: Tuesday 19<sup>th</sup> November at 7:30pm in the Chapter House.

(Chair)



(Date)

19<sup>th</sup> November, 2024.